SMU

Office of Engaged Learning

Dear Mentor:

Greetings from the Office of Engaged Learning at Southern Methodist University! Thank you for agreeing to be an Engaged Learning mentor. We know it is a commitment of your time and expertise, and we appreciate your generosity in serving our students.

Your first responsibility is to discuss your student's ideas and help her/him develop them into a viable proposal. For more information about the project and your responsibilities, please review the Engaged Learning Project, Application and Mentor Program links on the website.

As part of the application process, you are required to review your student's written project proposal and sign at the bottom with a statement that indicates your approval. The application also asks you for a letter of recommendation addressed to the Engaged Learning Selection Panel. Please include the following information:

- Name of SMU student
- Title of Engaged Learning project
- Your insight about the project
- Your intended role
- Impact you think the project will have on the target population or community of practice
- Impact you think it will have on the student
- Your approval and support

You can either scan or email the letter to engagedlearning@smu.edu (please indicate MENTOR REC-STUDENT NAME in the subject line) or give the letter directly to the student for submission to us.

The deadline to receive your letter is February 15 unless the student lets you know that s/he is applying for early decision (deadline December 15). Your SMU student will inform you of the panel decision.

If you have any questions about the recommendation letter or any other aspect of being an Engaged Learning mentor, please feel free to contact me.

Sincerely,

Susan Kress
Director of SMU Engaged Learning
Office of the Provost

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